

WISCONSIN DEPARTMENT OF HEALTH AND FAMILY SERVICES
Division of Health Care Financing
1 W. Wilson St.
Madison WI 53702

To: FoodShare Wisconsin Handbook Users

From: Jim Jones, Director
Bureau of Health Care Eligibility

Re: **FS Handbook Release 05-04**

Release Date: 12/01/05

Effective Date: 12/01/05, unless otherwise listed.

**EFFECTIVE
DATE**

The following policy additions or changes are effective 12/01/05, unless otherwise noted. **Bold text denotes new text. Text with a strike through it in the old policy section denotes deleted text.**

**UPDATED
SECTIONS
OVERVIEW**

The following sections were edited in this release: 2.1.3.5; 3.12.1.8; 3.15.1; 4.3.2; 4.3.3.4; 4.3.4.2; 4.6.6; 8.3.4.3

**POLICY
CHANGES**

See Below

2.1.3.5

2.1.3.5 Telephone Interviews - Clarification

Note: FTF interviews may be waived **and a telephone interview conducted**, for households in which all members are elderly or disabled and have no earned income. **Workers are not required to query these households to determine if they have any additional hardship that might make them eligible for a FTF interview waiver.**

3.12.1.8

~~**USDOJ Immigration & Naturalization Service**~~

~~10 W. Jackson Blvd.~~

~~Room 222~~

~~Attn: Immigration Status Verifier~~

~~Chicago, IL 60604~~

~~Telephone (312) 385-1806~~

~~Fax (312) 385-3409~~

3.15.1

Student Eligibility - Clarification

An institution of higher education requires a HS diploma or equivalency certificate for enrollment, or is a regular college or university degree program that does not require a high school degree as a condition of enrollment. It does not include any adult basic education program. **Higher education institution** examples are business, vocational, trade and technical schools, colleges, and universities.

4.3.2

Earned Income – Clarification

Earned Income is gained from the performance of service, labor, or work. Earned income includes, but is not limited to salaries, wages, commission, tips, or payments for services. Count earned income only for the month in which it is received, **except when the average number of payments increase due to mailing cycle adjustments.**

Households receiving income on a recurring monthly or semimonthly basis shall not have their monthly income varied merely because of changes in mailing cycles or because weekends or holidays cause additional payments to be received in a month.

<p>Example: Jim receives his military pay on the 1st and 15th of each month. If Jim's payday for the following month is a holiday or falls on a weekend, he is paid on the last preceding work/week day. This may result in Jim receiving 3 paychecks in one month. In this situation, only 2 paychecks per month should be budgeted for Jim.</p>
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4.3.3.4

Rental Income – Correction

B. When income is received from a multi-unit property and the owner lives in one of the units, compute net rent" as follows:

- i. Add the total mortgage payment (principal and interest) and other verified operational costs such as (but not limited to) hazard insurance, mortgage insurance, and taxes common to the entire operation.
- ii. Multiply the number of rental units by the total in step ~~(a)~~ **(i)**.
- iii. Divide the result in ~~(b)~~ **(ii)** by the total number of units, to get the proportionate share.
- iv. Add the proportionate share to any operating costs paid that are unique to the rental unit. This equals total expenses.
- v. Subtract total expenses from total rent payments to get net rent.

4.3.4.2

Medical and Dependent Care:

3. Disregard payments from the Wisconsin Family Support Program, which reimburses families for allowable medical expenses for in-home support for children with severe disabilities. Payments are vendored or made directly. Do not confuse this program with "family support", a court ordered obligation that combines child support and maintenance.

SSA Program

~~6. The Wisconsin Family Support Program provides funding for severely disabled children. Payments are vendored or made directly. Disregard these payments to the food unit. Do not confuse this program with "family support", a court ordered obligation that combines child support and maintenance.~~

Disaster and Emergency Assistance Payments

Disregard major disaster and emergency assistance payments made by federal, state, county, and local agencies, and other disaster assistance organizations, **including National Flood Insurance Program (NFIP).**

Combat Pay

Note: Deployment to a combat zone can be established through a variety of methods including:

1. The deployed person's military pay record, the Leave and Earnings statement (LES).
2. Orders issued to the military person in which the place of deployment is public record.
3. Contacting the Call Center which has a listing of designated combat zones, as well as a listing of pay items which may or may not be the result of deployment to a designated combat zone.

4.6.6

Dependent Care Deduction

The following was moved to the end of this chapter:

See the [Child Day Care Manual](#), Chapter 3, for further child care policy instructions regarding:

1. W-2 Child Care recipients who are also FSET or Learnfare participants. They may not have a co-pay obligation
2. Costs above Child Care Deduction.

Transportation provided by the child care provider, which is not reimbursed through a child care authorization, is an allowable deduction when the transportation is necessary for the household member to seek or maintain employment.

8.3.4.3

SMRF Income Verification and Processing – Example added

Example 3: The customer is to report income for the month of September, but in October submits pay stubs from September 15 through October 15. This is the most recent and best pay information available. Use this information rather than requesting all September pay stubs.